

Job advert

Tutor of Mathematics and Physics Tutor of Mathematics and Statistics

Permanent

Full Time – 37.5 hours per week

(We will also accept part time applicants)

Context

INTO establishes long-term joint ventures with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art teaching and accommodation facilities and has established a global network that recruits students from many cultures.

Requirements

We wish to recruit TWO Tutors in Mathematics/ Statistics/ Physics for our Science and Engineering Programme. The post is advertised as a full-time position; however, we are open to part time working.

You should ideally possess:

- a relevant graduate or post-graduate qualification in the subject
- a relevant teaching qualification and/or teaching experience in further or higher education
- an ability to contribute to all levels of teaching
- skills and experience to effectively teach international students;
- a desire and the flexibility to contribute to a successful and fast growing educational establishment

Salary

£26,499 - £35,851 per annum

This role is usually appointed at the bottom of the pay band. However, the salary offered will be negotiable and be based on skills and experience.

Application Process

To apply, please complete the attached application form and send to: into.recruitment@ncl.ac.uk

Closing date for applications – 12.00 Noon on Wednesday 30th May 2018

Provisional Date of Interviews: Wednesday 20th June 2018

Position proposed to start – Monday 3rd September 2018

For informal enquiries, please email into.recruitment@ncl.ac.uk

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that: references will be followed up;

- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not
- be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details and a full job description see <http://www.intohigher.com/jobs>

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.into.uk.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.

Employment Application

STRICTLY CONFIDENTIAL

Position Applying for:	Click or tap here to enter text.
Where did you hear of this Position	Click or tap here to enter text.

APPLICANT INFORMATION					
Last Name	Click or tap here to enter text.	First Name	Click or tap here to enter text.	Male/Female	Click or tap here to enter text.
Street Address	Click or tap here to enter text.			House Number	Click or tap here to enter text.
City	Click or tap here to enter text.	County	Click or tap here to enter text.	Post Code	Click or tap here to enter text.
Contact Number	Click or tap here to enter text.	E-mail Address		Click or tap here to enter text.	
Date Available	Click or tap here to enter text.	NI Number	Click or tap here to enter text.		
Are you a British Subject or national of any EU country	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have the right to work in the UK and the necessary permissions	YES <input type="checkbox"/>	NO <input type="checkbox"/>

CURRENT/MOST RECENT ROLE				
Employer	Click or tap here to enter text.		Date Started	Click or tap here to enter text.
Position Held	Click or tap here to enter text.			Click or tap here to enter text.
Salary and Benefits	Click or tap here to enter text.		Notice Required	Click or tap here to enter text.
Is this your sole employment	YES <input type="checkbox"/>	NO <input type="checkbox"/>		Click or tap here to enter text.

MAIN DUTIES AND RESPONSIBILITIES
Click or tap here to enter text.

PREVIOUS EMPLOYMENT CONTINUED				
Employer	Click or tap here to enter text.		Date Started	Click or tap here to enter text.
Position Held	Click or tap here to enter text.		Date Finished	Click or tap here to enter text.
Employer	Click or tap here to enter text.		Date Started	Click or tap here to enter text.
Reason for Leaving	Click or tap here to enter text.			
Position Held	Click or tap here to enter text.		Date Finished	Click or tap here to enter text.

Employer	Click or tap here to enter text.	Date Started	Click or tap here to enter text.
Position Held	Click or tap here to enter text.	Date Finished	Click or tap here to enter text.
Reason for Leaving	Click or tap here to enter text.		
Employer	Click or tap here to enter text.	Date Started	Click or tap here to enter text.
Position Held	Click or tap here to enter text.	Date Finished	Click or tap here to enter text.
Employer	Click or tap here to enter text.	Date Started	Click or tap here to enter text.
Reason for Leaving	Click or tap here to enter text.		
Employer	Click or tap here to enter text.	Date Started	Click or tap here to enter text.
Position Held	Click or tap here to enter text.	Date Finished	Click or tap here to enter text.
Employer	Click or tap here to enter text.	Date Started	Click or tap here to enter text.
Reason for Leaving	Click or tap here to enter text.		

Further/Higher Education:	Qualification/Grade
Click or tap here to enter text.	Click or tap here to enter text.

Secondary Education:	Qualification/Grade
Click or tap here to enter text.	Click or tap here to enter text.

Other relevant training, professional qualification or work related skills (for example languages, shorthand etc.)
Click or tap here to enter text.

Are you undertaking any course of study at present? If so please give details

Click or tap here to enter text.

Do you have membership of any professional bodies? If so please give details, including any offices held

Click or tap here to enter text.

It is the Employers policy to verify the qualifications of all successful job applicants.

Supporting Statement**Please outline how you meet the requirements for this role and why you are interested in the post?**

Click or tap here to enter text.



Convictions

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions. Spent convictions do not have to be declared, as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. [As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared [although protected cautions and protected convictions do not need to be declared].]

Click or tap here to enter text.

References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18. Appropriate suitability checks **will** be required prior to confirmation of appointment.

1. Name:	2. Name:
Click or tap here to enter text.	Click or tap here to enter text.
Email Address:	Email Address:
Click or tap here to enter text.	Click or tap here to enter text.
Address:	Address:
Click or tap here to enter text.	Click or tap here to enter text.
Telephone number:	Telephone number:
Click or tap here to enter text.	Click or tap here to enter text.
Occupation:	Occupation:
Click or tap here to enter text.	Click or tap here to enter text.

Time known:	Time known:
Can references be taken up prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	Can references be taken up prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>

Do you require any special arrangements to be made for your interview due to a disability.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to [name of Employer] processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

I hereby give my consent to INTO Newcastle University carrying out checks on my qualifications.

Employee's signature

Note: Any false, incomplete or misleading statements may lead to dismissal.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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